

PUBLIC HEALTH NURSING ASSISTANT SUPERVISOR

NATURE OF WORK

This is responsible public health nursing work assisting in the supervision of subordinate public health nurses within an assigned district.

Work involves assisting in the orientation and supervision of subordinate public health nurses including discussing policies and procedures, case load, and completion of forms, reports and client records; and participating in the preparation of initial sectional budget. Work also involves testing school students for sight and hearing abnormalities and assessing overall health status; assisting schools in developing an effective health curriculum; presenting discussions to schools, organizations, and interested groups on health related topics; evaluating the client's physical and psycho-social state and in conjunction with the client and physician develops, implements and evaluates a care plan to meet specified health needs; and teaching clients preventive health care practices. Work includes providing health maintenance care for clients based on physician's orders including monitoring vital signs, obtaining specimens for laboratory analysis, administering injections, and caring for wounds; and maintaining appropriate client records reflecting treatment provided and client progress. Supervision is received from a Public Health Nursing Supervisor in the form of reports submitted and established quality control measures. In the absence of a supervisor, an employee in this class performs the duties of the Supervisor.

EXAMPLES OF WORK PERFORMED

Participates in the orientation and supervision of subordinate nurses including discussing policies and procedures, case load, and completion of forms, reports and client records.

Participates in the preparation of initial sectional budget request.

Tests school students for sight and hearing abnormalities and assesses overall health status.

Assists schools in developing an effective health curriculum; presents discussions to schools, organizations and community human services agencies on health related topics.

Assesses the client's physical and psycho-social status and, in conjunction with the client and physician develops, implements, and evaluates a care plan to meet specified health needs; and instructs clients in preventive health care practices.

Provides health maintenance care for clients including monitoring vital signs, obtaining specimens for laboratory analysis, administering injections, and caring for wounds based on physician's orders and general medical direction.

Maintains appropriate client records reflecting treatment provided and client status.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS.

Considerable knowledge of the principles, practices, and techniques of public health.

Considerable knowledge of the principles of disease prevention and control.

Considerable knowledge of the current literature and research developments relating to public health.

Considerable knowledge of human service agencies within the community as well as services provided by those agencies.

Considerable knowledge of the various types of equipment utilized in the delivery of public health nursing services.

Ability to establish and maintain effective working relationships with co-workers, clients, and the general public.

Ability to maintain accurate records reflecting health care services provided and client status.

Ability to plan, assign, and organize the work of subordinate public health nurses.

Ability to understand and follow complex oral and written medical instructions.

Ability to communicate and interpret public health concepts to clients in the home and clinic.

Skill in the use, operation, and maintenance of equipment utilized in the delivery of public health nursing services.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a baccalaureate degree nursing program (accredited by the National League for Nursing) plus considerable experience in the delivery of public health nursing services including some experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from a baccalaureate degree nursing program (accredited by the National League for Nursing) plus experience in the delivery of public health nursing services or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid license to practice as a registered nurse in the State of Nebraska.

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Approved by: _____
Department Head

Personnel Director

10/88
Title Change: 12/02

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